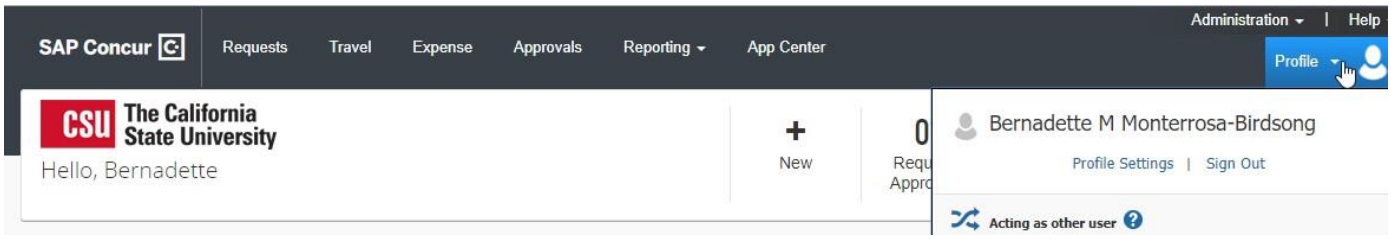
EXPENSE REPORT RETURNED TO USER – EMAIL MESSAGES FROM CONCUR



LEARN BY DOING

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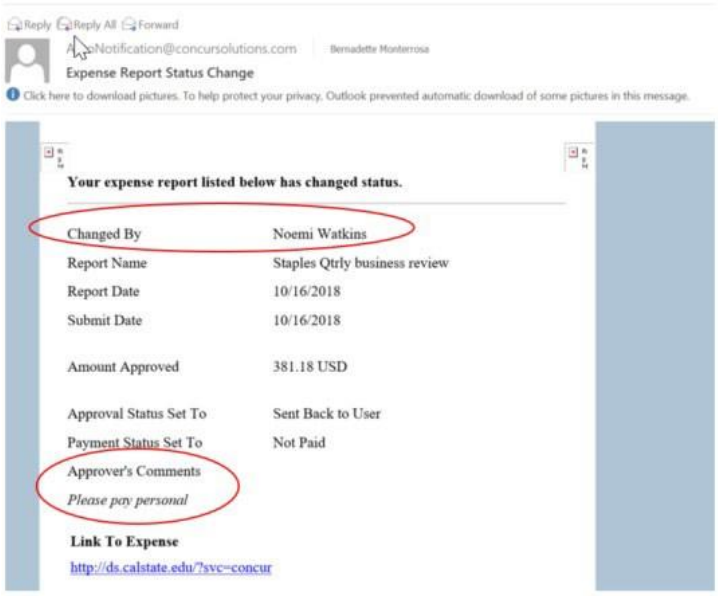
Strategic Business Services

ADMINISTRATION & FINANCE

Concur Expense Report returned to user - email messages

If an Expense Report is returned…

1. You will receive an email with a message from the Approver. The Approver is identified on the first line “Changed By.”


Reply Reply All Forward

Notification@concursolutions.com Bernadette Monterrosa

Expense Report Status Change

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Your expense report listed below has changed status.

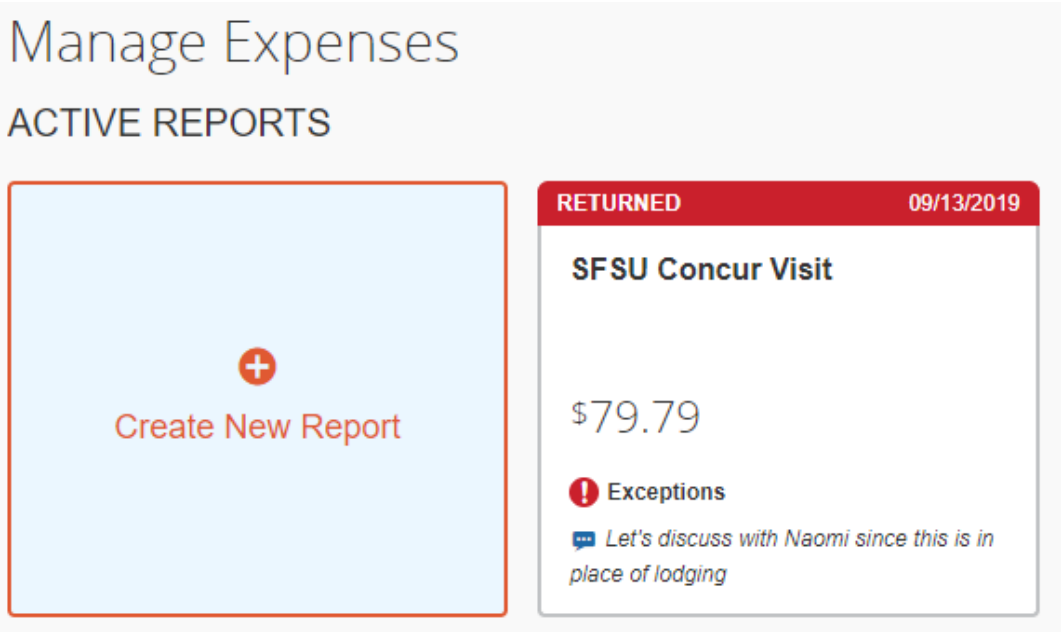
Changed By	Noemi Watkins
Report Name	Staples Qtrly business review
Report Date	10/16/2018
Submit Date	10/16/2018
Amount Approved	381.18 USD
Approval Status Set To	Sent Back to User
Payment Status Set To	Not Paid
Approver's Comments	
Please pay personal	

Link To Expense

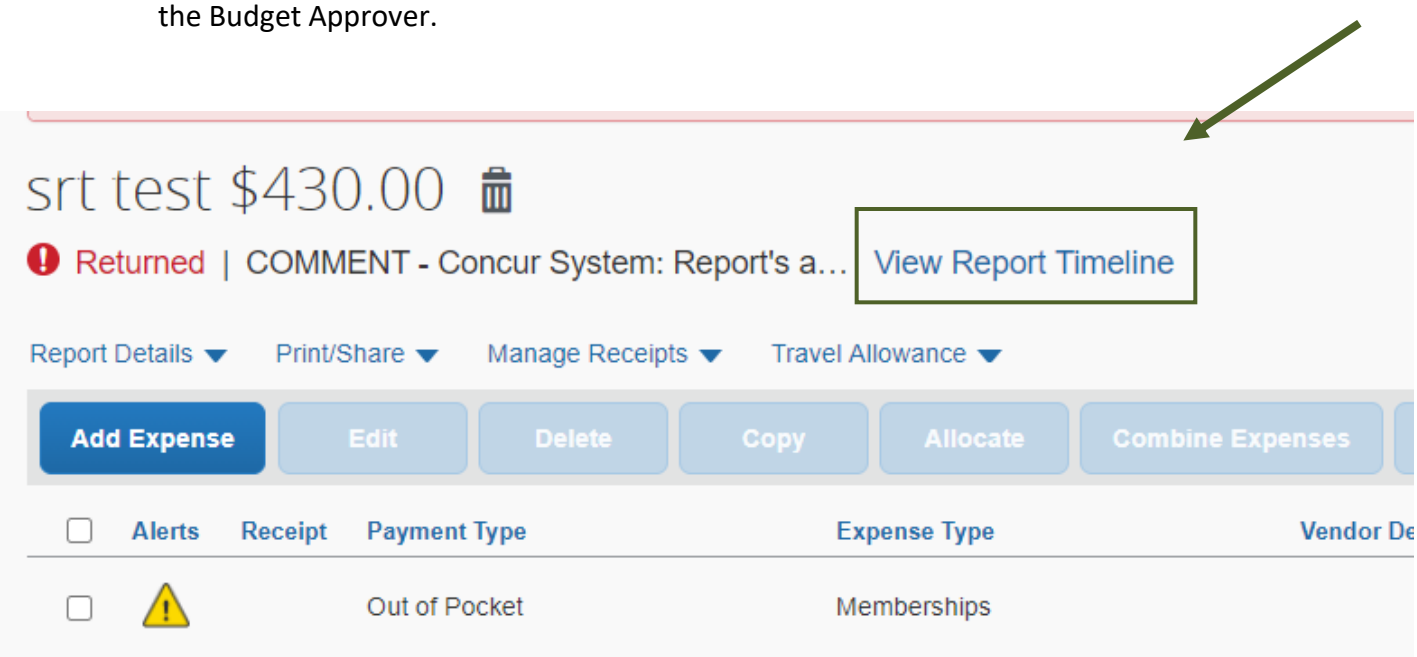
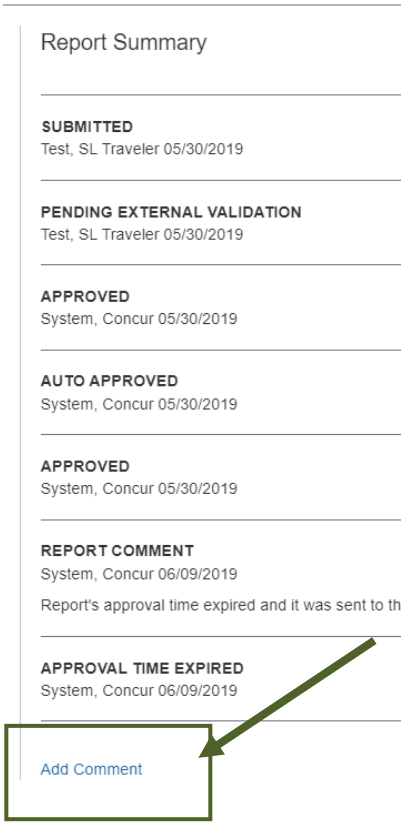
http://ds.calstate.edu/?svc=concur

2. Read comments, they are in *italicized text* (see above).

3. Return to Manage Expenses. A Returned Report will be in RED under Active Reports.



4. Open Expense report, make changes as needed.

Comments can be viewed by opening **View Report Timeline** and you can **Add Comment** under **Report Summary.**

5. Submit Report. The Report will go through the Approval process again, starting with the Budget Approver.